

GENERAL

ADMINISTRATION

STRATION

National Archives and Records Service

Washington, D.C. 20408



December 16, 1968



Central Intelligence Agency
Chief, Records Administrative Staff
Washington, D. C. 20505

For some time the National Archives and Records Service has been concerned about our lack of knowledge about a number of recording media used for communications - what constitutes archival quality, and whether we can improve the media involved.

To this end we have requested the National Bureau of Standards to undertake the necessary studies, to be financed jointly by the Government and industry.

We need \$20,000 from Federal agencies before June 30, 1969. Could you arrange for your agency to participate in this project? Attached are two documents which will provide you additional information.

If it would help, we can write another letter to another person in your agency, or meet with any persons you suggest.

We would hope this project seems worthwhile to the archival and records management programs of the nation, especially to our Government, and that it warrants your funding support.

Sincerely,



EVERETT O. ALLDREDGE

Assistant Archivist for Records Management

Enclosures

Return to:
BASIC MATERIAL
RECORDS ADMINISTRATION
Room 502
Magazine Building